



وزارة التنمية الإدارية والعمل والشؤون الاجتماعية
MINISTRY OF ADMINISTRATIVE DEVELOPMENT, LABOUR & SOCIAL AFFAIRS

User's Guide



Service for Issuance of New Work Permits (Issued of Work ID)

Integrated Service for issuance of new work permit using digital alternatives throughout the procedure with no need to visit the Government Service Centers

Content

Page 1	●	Introduction
Page 2	●	Login page from the Ministry's website
Page 1	●	Home page
Page 1	●	How to Use the Service
Page 3	●	The Registration of Application
Page 6	●	The Application List
Page 7	●	Printing the Criminal Evidence Letter
Page 8	●	Fees Payment
Page 9	●	The Approval of the Director of Department and Printing the Permit

Introduction

Service Name: Application for issuing a new work permit/renewal/cancellation/lost replacement

Service Description: The service of issuing a new work license in an integrated manner using digital alternatives at all stages of the procedure with no need to visit the Government Services Centers. The procedure includes any person who is not on sponsorship of the employer who wishes to contract with it. This requires submitting application for the ordinary and main occupations and submitting the application with supporting documents for the sub-professions

Service requirement:

- Verify the identity of the administrator of the facility to access the service through OTP
- A bank payment card valid for payment of fees through the payment gateway in connection with the website
- Complete the registration of the application's data for the user, the worker
- Send the application with the required attachments to the Ministry for matching and checking.
- Printing the criminal evidence letter for private companies and attaching a certificate of good conduct and behavior when available
- Pay the fees through the electronic payment through the gateway after approval
- Attach a copy of the certified contract to complete the issuance of the permit
- Print the permit through the Ministry's website. You can also go to the nearest service complex to receive the work card

Terms and conditions:

(If any)

- The service is available for private and joint stock companies.
- The registration of worker's details is based on the worker's personal number.
- The company's responsible person shall bear full responsibility for the validity of the recorded information through the obligatory declaration within the digital service.
- The required attachments for the service include attachments that the system determines automatically according to the type of the application
 - Copy of the company's card
 - Copy of the QID
 - Valid residency (temporary residence card for holders of the Qatari document)
 - Copy of the academic certificates, certified and translated
 - Medical license for practicing the medical profession
 - Copy of the identity card of the current employer
 - Photograph
 - A certificate of good conduct and behavior issued by the State of Qatar (for joint stock companies)
 - Resignation letter or letter of termination of services in case of work in advance
 - The contract (original copy)
 - Official letter from the company (in case of cancellation)
- Additional documents are required
 - No objection letter from the Protocol Department at the Ministry of Foreign Affairs - diplomat, under the sponsorship of his embassy
 - Approval letter from the Supreme Council of Health - Medical Professions
 - Approval letter from the Engineers' Admission Committee - Engineers
 - Approval letter from the Regulatory Authority for Charitable Activities - Professions in charitable institutions
 - Approval letter from the Ministry of Education and Higher Education-Professions in schools
 - Special Needs Card - People with Special Needs

Additional Information

(If any)

Service fee: 500 QR for the new application

120 QR for the new application (Gulf)

100 QR for lost replacement

Service for Issuance of New Work Permit (Issuance of Work ID)

Login Page

You can access the electronic service available on the ADLSA website.
<https://www.adlsa.gov.qa/ar/Pages/default.aspx>



Terms of Use of the Service:

The following conditions and regulations must be applicable for all users of the service:

- Verify the identity of the administrator of the facility to access the service through OTP
- A bank payment card valid for payment of fees through the payment gateway in connection with the website
- Complete the registration of the application's data for the user, the worker
- Send the application with the required attachments to the Ministry for matching and checking.
- Printing the criminal evidence letter for private companies and attaching a certificate of good conduct and behavior when available
- Pay the fees through the electronic payment through the gateway after approval
- Attach a copy of the certified contract to complete the issuance of the permit
- Print the permit through the Ministry's website. You can also go to the nearest service complex to receive the work card. The user of the service is one of the authorized signatories at the company (facility official /delegate/authorized to sign)
- Submission of applications and approvals are subject to all conditions announced by (Ministry of Administrative Development, Labour and Social Affairs)

1 How to Use the Service

After entering the service link the screen appears where the user types his data as in the picture shown below:

Login

Establishment ID

Number of the ID

Mobile

I'm not a robot

Service for Issuance of New Work Permit (Issuance of Work ID)

On this page, the user enters the company's registration number, his ID number and a mobile number registered with the same ID card, Click on the login button, meanwhile, the data that the user has entered will be verified. If checked, an SMS text message is sent to the user's mobile number written above, and this SMS contains a verification code that is need to be entered in the next page that follows the previous one as follows:

After entering the verification code in the previous screen It is checked and if it matches the same code then you move to the next screen for the modification of the application for registration.

Login

Login Code

2 Page of Registration of the Application

This is the main screen of the service in which data of the application is to be completed by the user and determining the type of permit (work permit - permit) Gulf Work - Workers Permit, pecial needs) and type of the application (New - Renewal - Cancellation - Lost Replacement) The type of profession. Based on the choices made by the user the number of attachments required changes

Worker Details

Permit Type

Request Type

Requestor Type

QID

Confirm QID

Full Name as QID

Establishment Details

Establishment Number

Establishment Name

Details of the Application

Job title in Contract

Total salary according to the contract

Qualification

Specialization

Email Address

Mobile Number

Service for Issuance of New Work Permit (Issuance of Work ID)

Attachments

You can choose more than one file by pressing Ctrl while choosing file (Only JPG Allowed)

Temporary residency for individuals bearing a Qatari Document	<input type="button" value="Choose File"/> No file chosen
Labour Contract	<input type="button" value="Choose File"/> No file chosen
Copy of Academic Certificates Certified	<input type="button" value="Choose File"/> No file chosen
Copy of Photo ID	<input type="button" value="Choose File"/> No file chosen
Copy of Current Employer's ID Card	<input type="button" value="Choose File"/> No file chosen
Copy of QID / Passport	<input type="button" value="Choose File"/> No file chosen
Letter of resignation or statement of services termination in case of a previous job	<input type="button" value="Choose File"/> No file chosen
Other Attachments	<input type="button" value="Choose File"/> No file chosen

- * All submitted applications and approvals are subject to terms conditions stated by the Ministry of Administrative Development, Labor and Social Affairs
- * If you have any issues, please contact the Ministry's technical support app-support@ADLSA.gov.qa

Terms and Conditions

I accept the above terms and conditions

During the data-filling process, some guidance messages may appear depending on the applicant's choices, such as

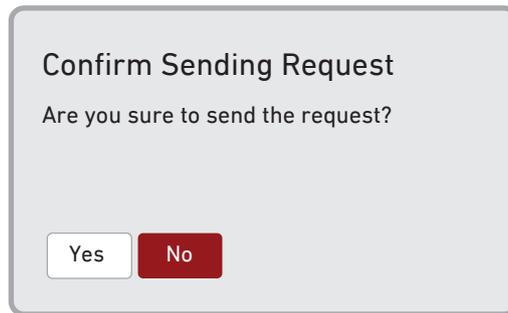
* يجب ان يكون جنسية مقدم الطلب من احدى دول مجلس التعاون الخليجي

* ليس هنالك تصريح سابق على هذه المنشأة

After the worker enters all the data and reviews it well, he presses "I accept the above terms and conditions."

Then clicks on

A confirmation message will appear to confirm the submission of the application by the user as follows:



In the case of clicking "Yes", the request has been submitted and a confirmation message will appear for the user containing the submitted application number as follows:



Successfully Submitted the Application
Application Number: XX-XXXXXX-XXXX

A text message containing the application number and the application's details is sent to the same mobile number used to login.

As well as a similar message to the worker benefiting from the application.
The application has been successfully submitted.

The application will be under the procedure at the (Ministry of Administrative Development, Labour and Social Affairs) until the application is reviewed and all the data provided in the application, review of the attachments that were included in the application, and then the necessary action is taken by competent staff.

If the application approved, rejected or any action on the application, the concerned parties will be notified by a text message of the status of the request.
The user may receive a text message requesting to amend the application or complete some papers that were not attached.

By ordering or paying a fee for the service.

In the meantime, if the user wants to inquire about the application or its status, they can enter the services and then login to the page designated for that as follow on the guideline.

3 The Applications' List Screen

the user can view through this page all the applications submitted by his employer the service user, all the applications will appear on the screen as well as the details of each application separately, including application number, date and status, as well as the personal number and name associated with this application.



Application Number	Date of Application	Personal Number	Name	Request Status
WM-222222-22222	22/04/2020	26262626266	XXXXXXXXXX	Waiting for uploading missing information

In the case of choosing an application and clicking on it, the complete application will be displayed with the same data that the applicant previously entered.

On the application display screen, applicant can display notes on the application in case of completing the missing information.

Serial	Remarks	Time
1	Please upload copy of the company's registration	21/04/2020

Login and complete the missing

Attachments

Note that more than one file can be selected at the same time (when selecting the attachment, click Ctrl and choose more than one attachment)

More attachments files 2

- ID.jpeg
- Company's registration.jpeg

A message will appear to show that the amendment process has succeeded, and the application in this case will be under review



Application Updated Successfully

[Back to Application List](#)

Application Number	Date of Application	Personal Number	Name	Request Status
WM-222222-22222	22/04/2020	26262626266	XXXXXXXXXX	Under Process

4 Printing Criminal Evidence Letter

[Details of letters and certificates](#) [Remarks \(0\)](#) [Details of the application](#)

[Print](#)

It will appear in this format

التاريخ: 22/04/2020 السيد / مدير ادارة الادلة والمعلومات الجنائية المحترم
وزارة الداخلية
الدوحة

تحية طيبة وبعد،
بالإشارة إلى التعميم رقم (14) لسنة 2006 بشأن عدم قبول اي طلبات توظيف مقدمة من طالبي التوظيف
(رجال / نساء) بالمنشآت الغير حكومية الخاضعة لقانون العمل رقم (14) لسنة 2004 ، مالم تكن مستوفية
موافقة الجهات الأمنية.

يرجى التكرم بإستخراج شهادة حسن سير وسلوك للسيدة/ :

الاسم	
الجنسية	
رقم البطاقة الشخصية	
اسم الكفيل الحالي	
الشركة / المؤسسة	
الوظيفة	

5 Fees Payment

There are some applications that require payment, as shown in front of the application status when placing orders

Name	Application status
XXXXXXXXXXXXXXXXXXXX	Waiting for fees payment

The user login to the application to complete the payment process and specifies the number of years and the amount to be paid according to the available options

Serial	Date of Application	Amount	Details	Application status
1	22/04/2020	3,000 QAR	Arrears	Waiting for payment
2	22/04/2020	500 QAR - year	Renew	Waiting for payment

Printing criminal evidence letter

And enter his bank card information according to the common methods used

Qatar e-Government
Secure payment

Card number *

Expiry month * Expiry year *

Cardholder name *

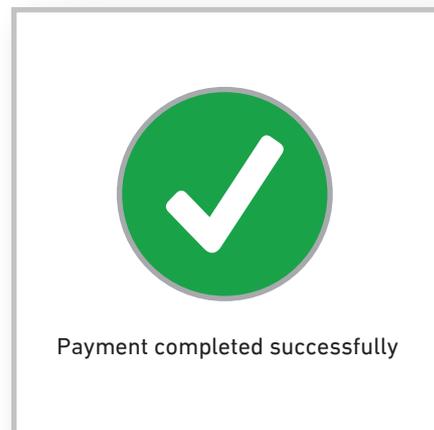
Security code *

3 digits on back of your card

TOTAL QAR: 3,500.00 ريال

Card verification through your card issuer.

Cancel Pay now



Application Number	Date of Application	Personal Number	Name	Request Status
WM-222222-22222	22/04/2020	26262626266	XXXXXXXXXX	Payment Received

Service for Issuance of New Work Permit (Issuance of Work ID)

6 Approval of the Director of the Department and Printing of the Permit

Approval of the director of the department and printing of the permit

Application Number	Date of Application	Personal Number	Name	Request Status
WM-222222-22222	22/04/2020	26262626266	XXXXXXXXXX	Permit ready for printing

Printing letters and certificates	Remarks (0)	Details of the application
-----------------------------------	-------------	----------------------------

Printing the Permit

It will appear in this format

State of Qatar Work Permit ADLSA Recruitment Department		دولة قطر تصريح عمل وزارة التنمية الادارية والعمل والشؤون الاجتماعية إدارة الاستخدام
Name:	XXXXXXXXXX	الاسم:
Job Title:	XXXXXXXXXX	الوظيفة:
QID:	26262626266	الرقم الشخصي:
Nationality:	XXXXXXXXXX	الجنسية:
Company:	XXXXXXXXXX	اسم الشركة:
Company Code:	123456789	رقم الشركة:
Permit No:	1/2020	رقم الترخيص:
Issue Date:	30/06/2020	تاريخ الاصدار:
Expiry Date:	30/06/2022	تاريخ الانتهاء:
هذا التصريح ساري لنهاية مدة صلاحيته مادامت الإقامة سارية		
مدير ادارة الاستخدام		
		1/2020

With the best regards of the (Ministry of Administrative Development, Labour and Social Affairs)